

Approved 4.1.19



FEE SCHEDULE

City of Windsor Heights

Public Safety	
REPORTS, COPIES, CD'S, TESTS & RELEASES	
Public Records	\$5.00 for 5 single-sided pages or less
Each additional page	\$0.25 per single page (Black and White) \$.50 per single page (Color)
Local Records Check	\$5.00 per inquiry
CD's or DVD's	\$20.00 per reproduction
Digital Mediums or Blue-Ray Disc	Cost of medium
Photograph(s)	Copied 4 photographs per page
Fingerprinting per card	\$20.00
Vehicle Impound Release	\$20.00
Alternate Breath Test	\$30.00
Convenience Fee (credit card transaction)	\$2.50
PET LICENSE	
Pet License - spayed/neutered	\$20.00 per calendar year
Pet License - not spayed/neutered	\$30.00 per calendar year
Pet Unlicensed Delinquency Fee	Double original license fee (after March 31)
ANIMAL CONTROL/IMPOUNDS	
Animal Impound boarding fee	\$20.00 per day (begins on 2 nd day)
Animal Impound - 1 st offense*	\$75.00 per animal per calendar year *(\$25.00 reduction for licensed pets)
Animal Impound - 2 nd /subsequent w/in 12 month period -OR- for cases involving multiple violations	\$100.00 per animal per animal calendar year
Contracted Animal Control Servicing	\$102 dispatched call regular hours \$119 dispatched call after hours plus 1.5 hr rate \$146 dispatched call Sunday and Holiday plus 2.0 hr rate
PERMITS	
Dance Hall Inspection Fee	\$50.00
Dance Hall Permit Fee	\$100 (inspection fee is credited to permit fee)
Temporary Noise Permit Fee	\$20.00 per day

Panhandler, Peddler, Solicitor, Transient Merchant Fee	\$20.00 application fee 1 Day - \$20.00 1 Week - \$100.00 90 Day - \$500.00 \$25.00 per each additional peddler, etc.
--	---

Fire Department

Rental Fees

Initial Inspection plus \$30.00 each additional unit	\$150.00
First Re-Inspection (performed 30 days after initial inspection)	\$50.00
Second Re – Inspection (performed 2 weeks after first re-inspection)	\$70.00
Third Re-Inspection (performed 2 weeks after second re-inspection)	\$120.00
Fourth Re-inspection (performed 2 weeks after third re-inspection)	\$500.00
Authorized Rental Sign	\$65.00 deposit(Refunded upon return)
Short Term Vacation Rental Inspections	\$75 (on Short Term Vacation Rental Permit)

\$10.00 Additional fee per unit per inspection

Fire Dept Plan Review (\$110 minimum, or per the following schedule)

100-6,000 sq. ft.	\$110.00
6,001-12,000 sq. ft.	\$218.00
12,001-24,000 sq. ft.	\$327.00
24,001-50,000 sq. ft.	\$453.00
50,001-100,000 sq. ft.	\$546.00
100,001-500,000 sq. ft.	\$1,093.00
500,001-1,000,000 sq. ft.	\$1,639.00
1,000,000 sq. ft. and above	\$1,639.00 + \$110.00 for every 6,000 sq. ft. above 1,000,000

Commercial/ Fire Code

Initial Inspection	\$0
First Re-Inspection (performed 30 days after initial inspection)	\$25.00
Second Re-Inspection (performed 2 weeks after first re-inspection)	\$100.00

Third Re- Inspection (performed 2 weeks after second re-inspection)	\$200.00
Fourth Re-Inspection (performed 2 weeks after third re-inspection)	\$400.00
Fifth Re-Inspection (performed 2 weeks after fourth re-inspection)	\$800.00
Hazmat Fees	
Heavy Response Apparatus with 4 personnel (Engine, ladder, heavy rescue)	\$300.00
Light Response Apparatus with 2 personnel (Tanker, brush truck, ambulance, staff car)	\$240.00
Extra Response Personnel	\$24.00
Expended materials (foam, containment booms, sand, absorbent, etc.)	Replacement Cost including shipping
*Minimum of one hour. Billed in 15 minute increments beyond the first hour	
Ambulance Fees	
Basic Life Support (BLS) - Non-Emergent	\$590.00
Basic Life Support (BLS) - Emergent	\$695.00
Advanced Life Support (ALS) Non-Emergent	\$690.00
Advanced Life Support (ALS) - Emergent	\$807.00
Advanced Life Support (ALS) Level 2	\$1,065.00
Treat / No Transport	\$277.00
Critical Care Transport	\$1,254.00
Loaded Mileage Rate	\$13.80
Nitrous Oxide	\$50.00
Oxygen	\$30.00
Additional Attendant	\$50.00
ALS Supplies	\$50.00
BLS Supplies	\$50.00
IV Supplies	\$35.00
Intubation Supplies	\$25.00

City Hall

Copies	8 1/2 " x 11" Black and White \$0.25 per single page copy 8 1/2 " x 11" Color \$0.50 per single page copy 11"X17" Black and White \$1.00 per single page copy 11"X17" Color \$2.00 per single page copy
Hourly rate for contract staff time or City Staff needed to produce or review documents	Actual cost(s) of employee time if time involved exceeds fifteen (15) minutes
Audio CD's	\$20.00 per reproduction
NSF Check Fee (All Departments)	\$30.00
Convenience Fee (Credit Card Transaction)	\$2.50
Special Council Meeting	\$57 per councilmember
Special Events Vendor Fee	\$100 Single Space \$150 Double Space
Parklet Rental Fee	\$350 per month

BUILDING PERMITS

TOTAL VALUATION	FEE
\$1.00 to \$500.00	\$22.00
\$501.00 to \$2,000.00	\$22.00 for the first \$500.00 + \$2.75 for each additional \$100.00
\$2,001.00 to \$25,000.00	\$75.50 for the first \$2,000.00 + \$12.50 for each additional \$1,000.00
\$25,000.00 to \$50,000.00	\$361.00 for the first \$25,000.00 + \$9.00 for each additional \$1,000.00
\$50,000.00 to \$100,000.00	\$586.25 for the first \$50,000.00 + \$6.25 for each additional \$1,000.00
\$100,000.00 to \$500,000.00	\$900.00 for the first \$100,000.00 + \$5.00 for each additional \$1,000.00
\$500,000.00 to \$1,000,000.00	\$2,900.00 for the first \$500,000.00 + \$4.25 for each additional \$1,000.00
\$1,000,000.00 and up	\$5,023.50 for the first \$1,000,000.00 + \$2.75 for each additional \$1,000.00
Re-inspection fees	\$42.00/hour (1-hour minimum)

Final Site Plan Review	\$250.00 + 65% of total building permit fee
SUB-CONTRACTOR PERMITS (RESIDENTIAL)	
Mechanical	Flat Fee \$75.00
Plumbing	Flat Fee \$75.00
SUB-CONTRACTOR PERMITS (COMMERCIAL)	
Mechanical	Basic Fee \$75.00
▪ Furnace or heater	\$20.00
▪ Air conditioner	\$20.00
▪ Water heater	\$20.00
▪ Appliance vent	\$20.00
▪ Boiler	\$20.00
▪ Ventilation fan	\$20.00
▪ Fireplace or solid fuel burning appliance	\$20.50
▪ Gas Piping (per outlet)	\$20.00
▪ Hood	\$20.00
Plumbing	Basic Fee \$75.00
▪ Street excavation	\$20.00
▪ Sewer service line and Water Service Line	\$20.00
▪ Grease Traps	\$200.00
▪ Storm sewer service	\$20.00
▪ other	\$20.00
Gas piping (per outlet)	\$20.00
Backflow preventer	\$20.00
OTHER PERMITS	
Temporary certificate of occupancy	\$150.00
Nuisance Abatement	Fee
▪ R-O-W mowing	\$100.00/hour (1 hour minimum)
▪ Lot mowing	\$175.00/hour (1 hour minimum)
▪ Sidewalk snow removal	\$1.00 per lineal foot; or minimum \$100.00
Zoning verification/Property Research	\$ 40.00/hr.

Rezoning	\$400.00
Zoning compliance	\$ 40/hr.
Home occupation	\$25.00
Preliminary Site Plan Review	\$250.00 + OEC(Other Engineer Costs)
Conditional Use Permit	\$300.00
Appeal or Variance request	\$300.00
Fence permit	\$30.00
Pool permit	\$25.00
Signs	Basic Fee \$50.00+ \$1.00 per square foot
▪ Temporary signs	Basic Fee \$15.00 + \$1.00 per square foot
Grading Permit	\$35.00
Short Term Vacation Rental	\$150/Annually (which includes fire inspection fee)
Temporary Use	\$25.00/month for up to 4 months; \$50.00/month for the 5 th month; \$100.00/month after 5 th month
Temporary Structure	Fee
▪ Commercial	\$50.00/month
▪ Residential	First 30 days- \$0; Second 30 days- \$20.00, Third 30 days- \$40.00; thereafter- \$20.00 per 30-day extension
Sidewalk / Driveway approach	\$30.00
R-O-W Excavation	\$100.00
Non Franchise Utility License	\$400.00
Demolition/Raze	\$50.00
Permits or inspections for which no fee is specified	\$35.00
Temporary Obstruction Permit	\$30.00
Urban Chicken Fee	\$50.00 Initial Permit Application \$25.00 Renewal
Temporary Use	Fee
Maximum 4 days	\$25.00
Events longer than 4 days (produce stands, etc.)	\$52.00
Long-term food and beverage	\$280.00

Garden Centers and Large Structures	\$52.00 plus \$500.00 deposit
Mobile Food Unit License	\$60.00
Mobile Food Unit Special Occurrence Permit	\$25.00
CODE ENFORCEMENT	
Notice to Abate	\$95.00
Re-Inspection	\$95 per inspection
Administrative Hearing	\$0
Preparation of Abatement Warrant	\$378
Abatement	Actual cost plus 30%
Cost of imposing lien	\$82 plus County charge if any
Additional staff administrative time not covered above	\$95/hour plus actual costs for code enforcement and \$82/hour plus actual costs for finance employees

PUBLIC WORKS	
Non-Motorized Equipment	FEE
Barricades	Deposit: \$25.00 Type I: \$1.50(Daily) \$6.00 (Weekly) Type I w/ Flasher: \$1.75 (Daily) \$8.00(Weekly) A-Frame: \$2.00 (Daily) \$9.00(Weekly)
Traffic Cones	Deposit:\$25.00 18" Traffic Cone \$0.50 (Daily) \$2.00(Weekly) 28" Traffic Cone \$0.75(Daily) \$3.00 (Weekly) Delineator (Each) \$1.00(Daily) \$4.00(Weekly)
Motorized Equipment	FEE
<p>1. Rubber Wheeled Machine or Vehicle Only (one hour minimum). The following rates represent the actual total cost of acquiring, operating and maintaining the listed equipment, except for fuel surcharges, if applicable. The rates are used to compute the "in-house" cost of actual work performed on municipal projects, utilizing city-owned equipment operated by city employees. These costs and charges are assessed against persons who are responsible for damages to City property and the costs of abating nuisances and repairing damage caused by vandalism, with the exception of sign replacement which is set forth in Section 510.7.4 below.</p>	

[Important Notice] The equipment rates set forth below do not include the additional labor costs of the driver or operator of each individual piece of equipment. All labor costs are in addition to the equipment rates listed below. Furthermore, in the event the local retail costs of gasoline exceeds \$3.25 per gallon, or the local retail costs of diesel fuel exceeds \$4.25 per gallon, the City Administrator shall have the option to assess a fuel tax surcharge in an amount deemed reasonable and appropriate by the Administrator.

Rubber Wheeled Machine or Vehicle Only

Dump Truck

- 1) 3 Yard Box \$50.00 per hour
- 2) 10-14 Yard Box \$80.00 per hour

Skid Loader \$35.00 per hour

- 1) 78" Bucket (Smooth) (Included)
- 2) 78" Bucket (Tooth) \$1.00 per hour
- 3) 80" Hydraulic Clam \$10.00 per hour
- 4) 48" Pallet Forks \$1.00 per hour

End loader \$75.00 per hour

Backhoe \$50.00 per hour

Pickup \$30.00 per hour

W/Plow \$50.00 per hour

1 Ton Truck w/Aerial Lift \$40.00 per hour

JD 1445 Commercial Riding Tractor

Attachment - Mower \$35.00 per hour

Attachment - Street Sweeper \$35.00 per hour

Attachment - Snow Blower \$35.00 per hour

Attachment - Snow Blade \$30.00 per hour

Line Painter \$20.00 per hour

Trailer Mounted Equipment

Sewer Jet-Vac Truck \$75.00 per hour

Air Compressor \$25.00 per hour

Power and Hand Tools

(Tiller, Post hole auger, Snow blower, \$10.00 per hour

Broom, Blade, 3-point spreader, Loader,

Concrete Saw \$25.00 per hour

Leaf Blower \$15.00 per hour

Weed Eater \$15.00 per hour

Walk-behind Mower \$15.00 per hour

Snow Blower Tractor \$30.00 per hour

Ride on Sprayer \$30.00 per hour

Chain Saw \$20.00 per hour

Disposable items used during Actual cost plus 15%

Charges for equipment repair, Actual cost plus 15%
cleaning, parts and labor

Charges for damaged equipment plus Actual cost plus 15%	
Driver, Operator and Labor	FEES
Regular (Monday–Friday , 7:30 a.m.–4:00 p.m.)	\$37.66 per hour (1 hour minimum)
Overtime (Monday–Friday, 4:00 p.m.–7:30 a.m., weekends and holidays)	\$56.49 per hour (1 hour minimum)
Sign Replacement and Repair Charges due to Vandalism or Accidents	FEES
All signs, exclusive of posts	\$75.00 each
Wood Posts	\$50.00 each
Steel Post	\$75.00 each

UTILITIES (Billed by Des Moines Water Works)
WASTE FEES
Garbage- \$10.92 or house-side \$17.37
RECYCLING FEES
Curb It! Program- \$3.27 per unit per month
WATER
Water rate of \$4.19 per 1,000 gallons(\$31.34 for per 1,000 cubic feet) Water availability is \$6.00 per month for typical 5/8" residential meter. Effective July 1, 2017
SEWER
\$4.00 per 1,000 gallons (\$29.92 per 1,000 cubic feet)
Sewer Customer Service Fee - \$2.90 per month
STORMWATER
\$5.50 per unit per month (residential)
\$4.31 per unit per month (non-residential)
CAPITAL IMPROVEMENT FEE (Water)
\$2.00 per 1,000 gallons (\$14.96 per 1,000 cubic feet)
STICKERS (GARBAGE & YARD WASTE)

Stickers may be purchased at City Hall

- Compost It Sticker - \$1.25
- Large Item Sticker - \$5.00
- Extra Trash Sticker - \$1.00

Premium Compost Cart Sticker

- Through May 31 - \$105
- June 1 - \$92
- July 1 - December 31 - \$80

(Note: Only new subscribers after June 1 qualify for the pro-rated price)

- Startup fee for new customers - \$80

Community & Events Center

HOURLY RATE

- Monday – Friday (2 hour minimum) Advanced Bookings
- Saturdays: November – March (5 hour minimum)
- Saturdays: April- October: 3 options for rental reservations:
 1. 10 hour minimum Advanced Bookings
 2. 5 hour minimum between 7 a.m. – 2 p.m.
 3. 5 hour minimum between 4 p.m. – 12 a.m.

FACILITY RENTAL FEES

- 1/3 of room(56-70 Guests) -\$75 per hour (includes use of concession kitchen)
- 2/3 of room(80-100 Guests) -\$100 per hour (includes use of catering kitchen)
- Full room(200 Guests) - \$125 per hour (includes use of catering kitchen)
 - Additional \$50: Concession kitchen included with a Full space rental
 - Concession Kitchen Rental: \$15 per hour (Kitchen Only)
- All day rental of the full space - \$1600
 - \$400.00 -When used in combination with the “All Day Rental”, a rental party may also rent the Full Space on the Friday evening prior to a Saturday event from 8:00PM -Midnight. Any additional hours rented would be priced at \$125/hour.
- \$50 administrative fee for each rental

WEEKDAY RENTAL FEES

- Monday-Thursday: 7 a.m. -4 p.m.
- Full Space: \$100.00/Hour
- 2/3 Space: \$80.00/Hour
- 1/3 Space: \$60.00/Hour
-
- No Fee Exceptions or Discounts apply to Weekday Rental Fees

ALCOHOL SURCHARGE FEES

Please reference the Alcohol Responsibility Agreement and the Community Center Rental Guidelines for specific requirements surrounding the possession, consumption and dispensing of alcohol in the City of Windsor Heights.

Mandatory fees apply when alcohol is served at an event

- 1/3 of room rented - \$50.00
- 2/3 of room rented - \$100.00
- Full room rented - \$150.00

CLEANING FEES

Room Size Rental	Non Resident	Windsor Heights Resident
1/3 of room	\$75.00	\$60.00
2/3 of room	\$175.00	\$130.00
Full space	\$250.00	\$190.00



FEE EXCEPTIONS AND DISCOUNTS

I. 25% Rental Fee Discount applied to the following individuals:

- Windsor Heights residents (ID Required) and Windsor Heights business property owners
 - Administrative fee and alcohol fee still apply
 - Discount applies to Sunday - Saturday rentals

II. 10% Rental Fee Discount applied to the following groups or organizations:

Non-profit groups/organizations (including civic and service groups, government or religious groups, scout groups, youth organizations and active military 10% discount does not apply to the Administration fee, alcohol fee, or cleaning fee associated with the rental.

DOWN PAYMENTS

To confirm all reservations, a down payment and signed agreement are required. Windsor Heights does not hold dates and all rentals are on a first come basis only.

- *Sunday – Friday events:* \$100 deposit is required (full payment is required if the full rental is < \$100)
- *Saturday events:* 50% of the entire rental amount is required
- Payment in full is required if rentals are made within 60 days of the reservation date.

Type of payments accepted:

- Cash
- Checks - Make checks payable to: *City of Windsor Heights*
- Credit Card- paid in person at City Hall- Windsor Heights is not able to accept credit card payments over the phone

Down payments are non-refundable on any cancellations.

DAMAGE DEPOSIT

A separate check is collected on all rental reservations and it will be held until the completion of the event. This deposit may be dedicated to any potential damages incurred or dedicated to any additional expenses incurred if cleaning requirements are not fulfilled by the renter.

- \$250.00 individual check made out to The City of Windsor Heights.
- If a cancellation occurs within 60 days of rental date, the damage deposit will not be refunded

BALANCES

Balances on all contracts, including damage deposits, are due 60 days prior to the rental date

- If cancellations occur after balances have been paid no refunds are allowed
- Full payment is required for reservations made within 60 days of the rental date

PARKS

BALL FIELD RENTALS

Ball Field rentals are available in full one hour increments only. A 6% sales tax will be applied.

Number of Hours	Fee	Resident Fee (with ID)
1 Hour	\$25.00	\$20.00
2 Hours	\$40.00	\$36.00
3 Hours	\$60.00	\$54.00
Contact Park Coordinator for tournament rental at 515-645-6821		

Spring and Fall Session Rentals available

- Refer to Ball Field Rental Agreement for available practice times

PAVILLION

- \$50.00 for ½ day rental
- \$100 for a full day rental

TENNIS COURT RENTAL

- \$4.00 for one court per hour
- \$6.00 for two courts per hour

All Support references found at www.windsorheights.org

SPECIAL EVENTS PERMIT

\$50.00

Required on events hosted in the Community Center and Park, which are open to the public